

GMB Graduate Program
Dissertation Advisory Committee Meeting Summary and Progress Report

The purpose of this form is to summarize and document the outcome of dissertation committee meetings and is to be initiated by the student prior to the scheduled meeting with their completed section. At the conclusion of the meeting the Committee Lead will enter the meeting notes, enter committee ratings and forward form to remaining committee members.

Dissertation committee meetings **must occur** at least twice every academic year (every six months) beginning in the third year. Students in their sixth year and beyond **must** have dissertation committee meetings at least every four months (fall, spring, and summer semesters). The student, all committee members and Director of Graduate Studies must sign before form is forwarded to the Program Administrator for filing.

The Committee Lead should be selected during the first committee meeting. The Lead is responsible for ensuring that a summary of the meeting's proceedings is documented on this form, all pertinent GMB rules have been followed and serves as an advocate for the student. See the GMB Handbook for a full description of the selection and duties of the Committee Lead.

Note: At the beginning of the meeting, the Student will be excused for 5 minutes to give the Advisor an opportunity to privately express concerns or alert the committee to emerging issues or timelines. At the end of the meeting, the Advisor will be excused to give the Student an opportunity to privately raise issues relating to the mentoring relationship that they deem significant. Topics discussed in these 5-minute sessions remain strictly private and are not discussed in the meeting or added to the sections below. Significant issues should be communicated to the DGS by the Committee Lead or Member in a timely manner.

Students: INITIATE THIS FORM TO YOUR COMMITTEE LEAD PRIOR TO THE MEETING

Student (print): _____ Year in Program: _____

Advisor (print): _____ Meeting Date: _____

To be completed by Student prior to the meeting

1. Have you satisfied your Jones Program for Ethics (JPE) course requirements? Yes _____ No _____
2. Are you currently engaged in teaching beyond the TA requirement? Yes _____ No _____
3. Briefly list progress made toward your degree since last meeting. Explain any major changes from prior goals.

4. Briefly list remaining requirements (e.g., aims and experiments) for your dissertation and propose an approximate timetable for completing them. Indicate which you aim to complete by date of next meeting.

5. List publications with authorship (submitted/accepted) since last meeting. Also list patents, invention reports, etc.

6. IDP (Individual Development Plan) Slides provided: Yes _____ No _____

Committee Members: provide their score to Committee Lead and sign your name
**Rate student's progress to degree since last meeting based on GMB
Committee Rubric**

_____	_____
Advisor Name	Signature
_____	_____
Co-Advisor (if appropriate)	Signature
_____	_____
Committee Lead	Signature
_____	_____
Member Name	Signature
_____	_____
Member Name	Signature
_____	_____
Member Name	Signature

Confirmed Date of Next Committee Meeting: _____

Exceptional progress (9 8 7) Commendable progress (6 5 4) Improvement needed (3 2 1)

**Anonymous faculty scores (advisor and co-advisor do not vote) to be submitted directly to the
Committee Lead at or after the meeting, and entered here by the Committee Lead:**

Student Signature: _____ Date: _____

DGS Signature: _____ Date: _____

**Student: DocuSign Delivered to the Director of Graduate Studies for signature
DocuSign copy sent to: Program Administrator for filing**